

# **DESOTO COUNTY BOARD OF SUPERVISORS**

## **BOARD MEETING MINUTES**

### **DISTRICT THREE BILL RUSSELL, PRESIDING**

**December 7, 2015**

#### **A. CALL TO ORDER**

The December 7, 2015 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Bill Russell, Board President.

Sheriff Bill Rasco of the DeSoto County Sheriff's Department was present and opened the DeSoto County Board of Supervisors meeting in a regular session to hear all business before the Board of Supervisors. The following officials were present:

|                          |                      |
|--------------------------|----------------------|
| Supervisor Jessie Medlin | District 1           |
| Supervisor Mark Gardner  | District 2           |
| Supervisor Bill Russell  | District 3           |
| Supervisor Lee Caldwell  | District 4           |
| Supervisor Michael Lee   | District 5           |
| Sheriff Bill Rasco       | Sheriff              |
| W. E. Sluggo Davis       | Chancery Clerk       |
| Vanessa Lynchard         | County Administrator |
| Tony Nowak               | Board Attorney       |

#### **B. INVOCATION**

Supervisor Mark Gardner gave the invocation.

#### **C. PLEDGE OF ALLEGIANCE**

#### **D. CITIZENS REMARKS & PRESENTATIONS**

##### **a. The ARC of Northwest Mississippi – Rebecca Treadway**

Mrs. Rebecca Treadway thanked the Board for allowing her to come today to explain some things regarding the ARC of Northwest Mississippi, an advocacy group for persons with developmental disabilities of all ages. The ARC sponsors programs that bring people with disabilities together with the community. Mrs. Treadway handed out information on programs sponsored by The ARC. They try to spread activities around the community.

Supervisor Lee Caldwell said she has attended some of The ARC's programs and they are very beneficial. Supervisor Jessie Medlin asked if someone could not afford the camp fee if they were assisted. Mrs. Treadway said no one is ever turned away. Supervisor Bill Russell asked how many people attended the camp. Mrs. Treadway said they have a membership of 200; and about 150 ARC members and 150 buddies attended camp last year.

Supervisor Russell asked Board Attorney Tony Nowak how the Board could contribute to The ARC of Northwest Mississippi. Mr. Nowak stated that the Board could contribute as a Literacy Program or Advertising County Resources. Supervisor Caldwell said gifts can be given at any time in memory or in honor of someone.

**See Exhibit D.a.**

##### **b. Noah's Law Ordinance – Jennifer Westmoreland**

Mrs. Jennifer Westmoreland thanked the Board for hearing her request that the Board pass an ordinance banning the sale of caffeine pills and powders to minors. Mrs. Westmoreland stated that her son, Noah, died last year after consuming a caffeine product. She presented the Board with copies of two ordinances that have been passed by Lafayette County & Benton County. Mrs. Westmoreland stated that Rep. Tommy Reynolds had presented Noah’s Law and it passed the House, but died in committee in the Senate. The Board expressed their sympathy to Mrs. Westmoreland in the loss of her son and said they would take the matter under consideration.

See Exhibit D.b.

**c. Invitation to Mr. Kuykendall’s Retirement Reception – Katherine Nelson**

See Exhibit D.c.

Supervisor Russell asked if there was anyone else present who wished to address the Board regarding a topic not listed on the Agenda. No one came forward.

**E.APPROVAL OF NOVEMBER MINUTES**

The Board of Supervisors considered the minutes for November as presented.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to accept the minutes of the Board of Supervisors for November, 2015, as presented this date with changes to the draft minutes previously submitted. The motion included approving all minutes as presented with those changes pursuant to Section 19-3-27 of the Mississippi Code of 1972, annotated.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

See Exhibit E

**F. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS**

Supervisor Bill Russell asked if there was anyone who wished to add or delete items to the Agenda.

1. **Supervisor Jessie Medlin requested to consider potential litigation for Red Banks Road Subdivision and Lee Road Subdivision – Environmental Services - for Executive Session.** (Executive K.7.)
2. **Board Attorney Tony Nowak requested to consider potential litigation – Miller Farms – for Executive Session** (Executive K.8.)
3. **Supervisor Mark Gardner requested to add to New Business discussion of disposal of cars to constables.** Board Attorney stated that Constables are not considered their own governmental entity, thus they would have to buy the cars at auction. (no Agenda item number )
4. **Supervisor Mark Gardner requested to consider potential litigation regarding CVB for Executive Session.** (Executive K.9.)
5. **Supervisor Bill Russell requested to add Finding of Fact at 8980 Wilson Mill Road to New Business, presented by Andy Swims.** (New I.20.)
6. **Supervisor Bill Russell requested to change the December 21<sup>st</sup> Board meeting to**

**December 14<sup>th</sup> because of the Christmas holidays.**

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to change the second Board meeting date to Monday, December 14<sup>th</sup> at 9:00 a.m.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

- 7. Supervisor Lee Caldwell requested to consider potential litigation – Sheriff’s Dept. – SRO for Executive Session.** (Executive, K.10.)

**County Administrator Vanessa Lynchard requested adding the following:**

- 8. Chancery (Misty Heffner) and Circuit Clerk Dale Thompson – Records Preservation Contract** (New, I.18.)
- 9. Olive Branch Tax Collector’s Office Parking Lot Overlay** (New, I.17)
- 10. Swearing-In Ceremony** (New, I.19.)
- 11. Request to consider for Executive Session – Property Acquisition – Sheriff’s Aviation** (Executive K.6.)

**County Administrator Vanessa Lynchard Requested to Delete the following:**

- 1. Administrative Services – Contracts – Smith Phillips** (Consent G.6.g.)
- 2. County Building Use Policy** (Old H.4.)
- 3. Animal Services – Safety Training Video** (New I.2.)

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the Agenda with the additions and deletions set forth above.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**G. CONSENT AGENDA**

The Board of Supervisors considered the following items on the meeting’s Consent Agenda.

- 1. Dept. of Human Resources: Monthly Health Claims Report**

(G. Consent, cont.)

|   |           |              |                     |  |
|---|-----------|--------------|---------------------|--|
| The following is a recap of all insurance claims funded for the month of November and paid to Humana: |           |              |                     |  |
|   |           |              |                     |  |
| Funding Request   | Date Paid | Amount       | Claim Type          |  |
| Date  |           |              |                     |  |
| 11/1/15   | 11/3/15   | \$84,718.25  | Administration Fees |  |
| 11/2/15   | 11/4/15   | \$42,573.85  | Medical             |  |
| 11/2/15   | 11/4/15   | \$10,535.65  | Dental              |  |
| 11/2/15   | 11/4/15   | \$24,784.20  | Pharmacy            |  |
| 11/9/15   | 11/9/15   | \$84,872.83  | Medical             |  |
| 11/9/15   | 11/9/15   | \$3,517.40   | Dental              |  |
| 11/9/15   | 11/9/15   | \$32,321.22  | Pharmacy            |  |
| 11/16/15  | 11/17/15  | \$66,739.90  | Medical             |  |
| 11/16/15  | 11/17/15  | \$7,449.15   | Dental              |  |
| 11/16/15  | 11/17/15  | \$26,045.56  | Pharmacy            |  |
| 11/23/15  | 11/24/15  | \$44,094.19  | Medical             |  |
| 11/23/15  | 11/24/15  | \$4,468.45   | Dental              |  |
| 11/23/15  | 11/24/15  | \$57,174.38  | Pharmacy            |  |
| 11/30/15  | 12/1/15   | \$104,901.39 | Medical             |  |
| 11/30/15  | 12/1/15   | \$6,876.20   | Dental              |  |
| 11/30/15  | 12/1/15   | \$16,003.75  | Pharmacy            |  |
|   | TOTAL     | \$617,076.37 |                     |  |

2. Justice Court Report

|                          |              |
|--------------------------|--------------|
| November 2015            |              |
| Criminal Cases Filed     | 153          |
| Civil Cases Filed        | 523          |
| Traffic Tickets Filed    | 828          |
| Total Cases Filed        | 1,504        |
| State Assessments        | \$79,939.69  |
| County General Fund      | \$130,687.96 |
| DPS                      | \$4,600.00   |
| Total Collections        | \$215,227.65 |
| Submitted by Pat Sanford |              |
| Date                     | 30-Nov-15    |

3. Bailiff Pay

(G. Consent, cont.)

| BAILIFF F-8  |          |                                       |
|--|----------|---------------------------------------|
| <i>Budd, William</i>   | page 1   | 355.00 pay fee                        |
| working as civil and criminal court bailiff                  |          | 25.00 day - per month, no per session |
| 25-17(1)(c) and 25-19 provided under section 25.5-67(b) & c. |          |                                       |
| Hearings   | Date     |                                       |
| Judge _____ Civil  | Criminal |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| Hearings   | Date     |                                       |
| Judge _____ Civil  | Criminal |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| Hearings   | Date     |                                       |
| Judge <i>Boyd, James</i> Civil                               | Criminal |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| Hearings   | Date     |                                       |
| Judge _____ Civil  | Criminal |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| Hearings   | Date     |                                       |
| Judge _____ Civil  | Criminal |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| Hearings   | Date     |                                       |
| Judge _____ Civil  | Criminal |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| _____  | _____    |                                       |
| Committee <i>Larry Patton</i>                                |          |                                       |
| Box # <i>2013</i>  |          |                                       |

[illegible]

#### 4. Publication of Board Proceedings

## 5. Office of Finance & Accounting

**a. Budget Amendments – (Sheriff’s Department, Circuit Clerk)**

| DeSoto County, Mississippi<br>BUDGET AMENDMENT REQUEST |  |                          |                   |             |             |                   |
|--|--|--------------------------|-------------------|-------------|-------------|-------------------|
|  | Fund/Department #  | 001 / 202 & 220          |                   |             |             | Updated 7/15      |
|  | Date:  | 12/7/2015                |                   |             |             |                   |
| 1  | Sheriff's Department   |                          |                   |             |             |                   |
| ACCT #   | LINE ITEM  | YEAR TO DATE<br>EXPENSES | ADOPTED<br>BUDGET | INCREASE    | DECREASE    | REVISED<br>BUDGET |
| 001-202-925  | Radios   | \$ -                     | \$ 87,000.00      | \$ 9,200.00 |             | \$ 96,200.00      |
| 001-220-694  | Food for Prisoners   | \$ 52,699.16             | \$ 505,000.00     |             | \$ 9,200.00 | \$ 495,800.00     |
|  | TOTALS   |                          | \$ 592,000.00     | \$ 9,200.00 | \$ 9,200.00 | \$ 592,000.00     |
| Reason for Request:<br>(Show detailed justification)   | Adjust various accounts for budget deficits for computer equipment for cars. |                          |                   |             |             |                   |
| Requested by:  | Donna Ford   |                          |                   |             |             |                   |
|  |  |                          |                   |             |             |                   |
|  | Fund/Department #  | 001 / 102 & 161          |                   |             |             | Updated 7/15      |
|  | Date:  | 12/7/2015                |                   |             |             |                   |
| 2  | Circuit Clerk  |                          |                   |             |             |                   |
| ACCT #   | LINE ITEM  | YEAR TO DATE<br>EXPENSES | ADOPTED<br>BUDGET | INCREASE    | DECREASE    | REVISED<br>BUDGET |
| 001-102-571  | Dues and Subscriptions   | \$ 29.50                 | \$ 300.00         | \$ 250.00   |             | \$ 550.00         |
| 001-161-571  | Dues and Subscriptions   | \$ 29.50                 | \$ 600.00         | \$ 250.00   |             | \$ 850.00         |
| 001-102-587  | Training and Registration  | \$ -                     | \$ 350.00         |             | \$ 250.00   | \$ 100.00         |
| 001-161-559  | Other Professional Fees & Services   | \$ -                     | \$ 25,000.00      |             | \$ 250.00   | \$ 24,750.00      |
|  | TOTALS   |                          | \$ 26,250.00      | \$ 500.00   | \$ 500.00   | \$ 26,250.00      |
| Reason for Request:<br>(Show detailed justification)   | Adjust line items to account for increase in association dues.               |                          |                   |             |             |                   |
| Requested by:  | Dale Thompson  |                          |                   |             |             |                   |

(G. Consent, cont.)

b. Final Inventory Dispositions

1) Sheriff’s Department (6)

|           |       |                    |                      |                                |        |      |                         |                           |                |                         |                        |
|-----------|-------|--------------------|----------------------|--------------------------------|--------|------|-------------------------|---------------------------|----------------|-------------------------|------------------------|
| DEPT NAME |       | SHERIFF DEPARTMENT |                      |                                |        |      |                         |                           |                | DEPT #:                 | 200                    |
|           |       |                    |                      |                                |        |      |                         |                           |                |                         |                        |
| ASSET #   | GRANT | DESCRIPTION        | SERIAL #             | ISSUE/REASON FOR DISPOSAL      | YR ACQ | COST | LOCATION AT PRELIMINARY | PRELIMINARY APPROVAL DATE | DISPOSED OF BY | FINAL DISPOSAL LOCATION | DATE OF FINAL APPROVAL |
| 40794     |       | FORD 2008 CV       | 2FAHP71V68X169170    | DECLARE AS SURPLUS / AUCTION   | 10     | 14K  | SO CENTRAL MAINTENANCE  | 09/15/14                  | AMY HENLEY     | GOVDEALS                | 12/07/15               |
|           |       |                    | HIGH MILEAGE: 163737 | UNIT REMOVED FROM SVC AUG 2014 |        |      |                         |                           |                |                         |                        |

| AUTHORIZATION TO DISPOSE  |  |                |  | INVENTORY CLERK                  |  | NOTES   |  |
|---|--|----------------|--|----------------------------------|--|---|--|
|   |  |                |  | INFORMATION                      |  | PER REQUEST OF DANNY R WILKEY,<br>LIEUTENANT - REQUESTING ASSET #40794<br>BE PLACED ON SURPLUS LIST. UNIT WAS<br>TAKEN OUT OF SERVICE DUE TO MILEAGE. |  |
| SIGNED BY: LESLEY LOFTON  |  | DATE: 09/10/14 |  | PRESENT TO BOS - PRELIMINARY     |  |   |  |
| PRINT NAME: <del>MACON MOORE - CHIEF DEPUTY</del><br>DESOTO COUNTY SHERIFF DEPARTMENT |  |                |  | September 15, 2014               |  |   |  |
|   |  |                |  | PRESENT TO BOS - FINAL           |  |   |  |
| DISPOSED BY: Amy Henley   |  | DATE: 11/18/15 |  | December 7, 2015                 |  | SOLD ON<br>GOVDEALS.C<br>OM   |  |
| PRINT NAME:   |  |                |  | DATE INVENTORY DISPOSED IN AS400 |  |   |  |
|   |  |                |  |                                  |  |   |  |
| INV CLERK: CHARMAINE MCCOOL   |  | DATE: 09/10/14 |  | DATE BOS FINAL MINS ATTACHED     |  |   |  |
| CHARMAINE MCCOOL  |  |                |  |                                  |  |   |  |

|         |                    |                          |                   |                             |               |      |                         |                           |                |                         |                        |
|---------|--------------------|--------------------------|-------------------|-----------------------------|---------------|------|-------------------------|---------------------------|----------------|-------------------------|------------------------|
| DEPT    | SHERIFF DEPARTMENT |                          |                   | NRC = NON REPAIRABLE (COST) | K = THOUSANDS |      |                         |                           | DEPT           | 200                     |                        |
| NAME:   |                    |                          |                   | NR = NON REPAIRABLE         | H = HUNDREDS  |      |                         |                           | LOC            | 219                     |                        |
|         |                    |                          |                   | DAS = DECLARE AS SURPLUS    | D = DOLLARS   |      |                         |                           |                |                         |                        |
| ASSET # | GRANT              | DESCRIPTION              | SERIAL #          | ISSUE/REASON FOR DISPOSAL   | YR ACQ        | COST | LOCATION AT PRELIMINARY | PRELIMINARY APPROVAL DATE | DISPOSED OF BY | FINAL DISPOSAL LOCATION | DATE OF FINAL APPROVAL |
| 40811   |                    | 2006 FORD CROWN VICTORIA | 2FAHP71W46X140255 | AUCTION / HIGH MILEAGE      | 10            | 10K  | CENTRAL MTNC            | 07/06/15                  | AMY HENLEY     | GOVDEALS.COM            | 12/07/15               |
|         |                    |                          |                   |                             |               |      |                         |                           |                |                         |                        |
| 40796   |                    | 2007 FORD CROWN VICTORIA | 2FAHP71WX7X157305 | AUCTION / HIGH MILEAGE      | 10            | 12K  | CENTRAL MTNC            | 07/06/15                  | AMY HENLEY     | NESBIT FD               | 12/07/15               |

| AUTHORIZATION TO DISPOSE             |  |  |  | INVENTORY CLERK INFORMATION      |  | NOTES                        |  |
|--------------------------------------|--|--|--|----------------------------------|--|------------------------------|--|
| SIGNED BY: <u>KYLE HODGE</u>         |  |  |  | DATE: <u>06/03/15</u>            |  |                              |  |
| PRINT NAME: <u>SIGNATURE ON FILE</u> |  |  |  | PRELIMINARY PRESENT TO BOS       |  |                              |  |
|                                      |  |  |  | July 6, 2015                     |  |                              |  |
|                                      |  |  |  | FINAL PRESENT TO BOS             |  |                              |  |
| DISPOSED BY: <u>AMY HENLEY</u>       |  |  |  | DATE: <u>11/18/15</u>            |  |                              |  |
| PRINT NAME: <u>SIGNATURE ON FILE</u> |  |  |  | DATE INVENTORY DISPOSED IN AS400 |  |                              |  |
|                                      |  |  |  |                                  |  |                              |  |
| INV CLERK: <u>CHARMAINE MCCOOL</u>   |  |  |  | DATE: <u>06/03/15</u>            |  | DATE BOS FINAL MINS ATTACHED |  |
| <u>SIGNATURE ON FILE</u>             |  |  |  |                                  |  |                              |  |

|                               |                    |                          |                |   |                             |               |                         |   |                |                         |                    |
|-------------------------------|--------------------|--------------------------|----------------|---|-----------------------------|---------------|-------------------------|---|----------------|-------------------------|--------------------|
| DEPT                          | SHERIFF DEPARTMENT |                          |                | NRC = NON REPAIRABLE (COST)               |                             | K = THOUSANDS |                         |   | DEPT #:        | 200                     |                    |
| NAME:                         |                    |                          |                | NR = NON REPAIRABLE                       |                             | H = HUNDREDS  |                         |   | LOC #:         | 200                     |                    |
|                               |                    |                          |                | DAS = DECLARE AS SURPLUS                  |                             | D = DOLLARS   |                         |   |                |                         |                    |
| ASSET #                       | GRANT              | DESCRIPTION              | SERIAL #       | ISSUE/REASON FOR DISPOSAL                 | YR ACQ                      | COST          | LOCATION AT PRELIMINARY | PRELIMINARY APPROVAL DATE                               | DISPOSED OF BY | FINAL DISPOSAL LOCATION | DATE OF CORRECTION |
| 40632                         |                    | ZEBRA PRINTER            | XXRC10020643   | BROKEN USB PORT                           | 10                          | 5H            | SID                     | 11/02/15  | A H            | E-WASTE                 |                    |
| 40593                         |                    | ZEBRA PRINTER            | XXRC10021591   | BROKEN USB PORT                           | 10                          | 5H            | SID                     | "   | "              | "                       |                    |
| 40628                         |                    | ZEBRA PRINTER            | XXRC10030388   | BROKEN USB PORT                           | 10                          | 5H            | SID                     | "   | "              | "                       |                    |
| 40606                         |                    | ZEBRA PRINTER            | XXRC10020572   | BROKEN USB PORT                           | 10                          | 5H            | SID                     | "   | "              | "                       |                    |
| 40098                         |                    | MOTOROLA DEOCKING STA    | 26509AZN025    | DAMAGED - INCOMPATIBLE W/ CURRENT SYSTEM  | 09                          | 1K            | SID                     | "   | "              | "                       |                    |
| 40114                         |                    | MOTOROLA DEOCKING STA    | 26409AZN025    | OBSOLETE - INCOMPATIBLE W/ CURRENT SYSTEM | 09                          | 1K            | SID                     | "   | "              | "                       |                    |
| 40065                         |                    | MOTOROLA DEOCKING STA    | 28109AZN007    | OBSOLETE - INCOMPATIBLE W/ CURRENT SYSTEM | 09                          | 1K            | SID                     | "   | "              | "                       |                    |
| 40089                         |                    | MOTOROLA DEOCKING STA    | 25809AZN002    | OBSOLETE - INCOMPATIBLE W/ CURRENT SYSTEM | 09                          | 1K            | SID                     | "   | "              | "                       |                    |
| 35045                         |                    | MDE DIGITAL VIDEO SYSTEM | 00020          | INOPERABLE - STATE APPROBED TO REMOVE     | 07                          | 2K            | CM STORAGE              | "   | "              | "                       |                    |
| 35058                         |                    | MDE DIGITAL VIDEO SYSTEM | 00037          | INOPERABLE - STATE APPROBED TO REMOVE     | 07                          | 2K            | CM STORAGE              | "   | "              | "                       |                    |
| 36833                         |                    | ZION E4500 SERVER        | E422A6435R230R | INOPERABLE - STATE APPROBED TO REMOVE     | 06                          | 3K            | IT STORAGE              | "   | "              | "                       |                    |
| 34527                         |                    | CTL MONITOR (E-9110      | 626LMRZ2266182 | INOPERABLE - STATE APPROBED TO REMOVE     | 06                          | 4H            | SO DATA RM              | "   | "              | "                       |                    |
| 34528                         |                    | CTL MONITOR (E-9110      | 608KVRX22G1211 | INOPERABLE - STATE APPROBED TO REMOVE     | 06                          | 4H            | SO DATA RM              | "   | "              | "                       |                    |
| AUTHORIZATION TO DISPOSE      |                    |                          |                |   | INVENTORY CLERK INFORMATION |               |                         | NOTES   |                |                         |                    |
| SIGNED BY: KYLE HODGE         |                    |                          |                |   | DATE: 10/26/15              |               |                         | ALL ITEMS RECYCLED WITH MAGNALIA DATA SYSTEMS (E-WASTE) |                |                         |                    |
| PRINT NAME: SIGNATURE ON FILE |                    |                          |                |   | PRELIMINARY PRESENT TO BOS  |               |                         |   |                |                         |                    |
|                               |                    |                          |                |   | November 2, 2015            |               |                         |   |                |                         |                    |
|                               |                    |                          |                |   | FINAL PRESENT TO BOS        |               |                         |   |                |                         |                    |



(G. Consent, cont.)

2) IT Department

|  |       |                        |                      |                           |                                  |                  |                            |   |                   |                               |                           |
|--|-------|------------------------|----------------------|---------------------------|----------------------------------|------------------|----------------------------|---|-------------------|-------------------------------|---------------------------|
| DEPT NAME:   |       | Information Technology |                      |                           |                                  |                  |                            |   |                   | DEPT #:                       | 152                       |
| ASSET #  | GRANT | DESCRIPTION            | SERIAL #             | ISSUE/REASON FOR DISPOSAL | Y<br>R<br>A<br>C<br>Q            | C<br>O<br>S<br>T | LOCATION AT<br>PRELIMINARY | PRELIMINARY<br>APPROVAL<br>DATE             | DISPOSED OF<br>BY | FINAL<br>DISPOSAL<br>LOCATION | DATE OF FINAL<br>APPROVAL |
| 39465  |       | NEC 22 INCH LCD        | 85106031TA           | lines on screen           | 08                               | 276              | IT Disposal                | 10/19/15                                    | FELICIA<br>HOPPER | E-WASTE                       | 12/07/15                  |
| 32594  |       | SAMSUNG SYNCMSTR       | GH17H9NW507498T      | will not power on         | 03                               | 405              | IT Disposal                | "   | "                 | "                             | "                         |
| 41267  |       | DELL OPTIPLEX          | 8STLRC1              | blown caps                | 11                               | 405              | IT Disposal                | "   | "                 | "                             | "                         |
| 40997  |       | DELL 17" MONITOR       | CNOCC639728726368TG8 | lcd panel bad             | 11                               | 75               | IT Disposal                | "   | "                 | "                             | "                         |
| 38006  |       | LEXMARK E240 PRINTER   | 72C1RW9              | fuser bad                 | 06                               | 220              | IT Disposal                | "   | "                 | "                             |                           |
| AUTHORIZATION TO DISPOSE                                 |       |                        |                      |                           | INVENTORY CLERK<br>INFORMATION   |                  |                            | NOTES                                       |                   |                               |                           |
| SIGNED BY: <u>Felicia Hopper</u> DATE: <u>09/30/15</u>   |       |                        |                      |                           | PRESENTED TO BOS                 |                  |                            | ASSETS HAVE BEEN REMOVED FROM<br>INVENTORY. |                   |                               |                           |
| PRINT NAME: <u>Felicia Hopper</u>                        |       |                        |                      |                           | October 16, 2015                 |                  |                            |   |                   |                               |                           |
| DISPOSED BY: <u>FELICIA HOPPER</u> DATE: <u>11/10/15</u> |       |                        |                      |                           | PRESENTED TO BOS                 |                  |                            |   |                   |                               |                           |
| PRINT NAME: <u>SIGNATURE ON FILE</u>                     |       |                        |                      |                           | December 7, 2015                 |                  |                            |   |                   |                               |                           |
| INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>10/01/15</u> |       |                        |                      |                           | DATE INVENTORY DISPOSED IN AS400 |                  |                            |   |                   |                               |                           |
| SIGNATURE ON FILE  |       |                        |                      |                           | November 30, 2015                |                  |                            |   |                   |                               |                           |
|  |       |                        |                      |                           | DATE BOS FINAL MINS ATTACHED     |                  |                            |   |                   |                               |                           |

3) EMA Department (2)

|  |         |                           |                             |                           |                                  |                  |                            |   |                   |                               |                           |
|--|---------|---------------------------|-----------------------------|---------------------------|----------------------------------|------------------|----------------------------|---|-------------------|-------------------------------|---------------------------|
| DEPT   | EMA/EMS |                           | NRC = NON REPAIRABLE (COST) | K = THOUSANDS             |                                  |                  |                            | DEPT #:   | 260 / 240         |                               |                           |
| NAME:  |         |                           | NR = NON REPAIRABLE         | H = HUNDREDS              |                                  |                  |                            |   |                   |                               |                           |
|  |         |                           | DAS = DECLARE AS SURPLUS    | D = DOLLARS               |                                  |                  |                            |   |                   |                               |                           |
| ASSET #  | GRANT   | DESCRIPTION               | SERIAL #                    | ISSUE/REASON FOR DISPOSAL | Y<br>R<br>A<br>C<br>Q            | C<br>O<br>S<br>T | LOCATION AT<br>PRELIMINARY | PRELIMINARY<br>APPROVAL<br>DATE   | DISPOSED OF<br>BY | FINAL<br>DISPOSAL<br>LOCATION | DATE OF FINAL<br>APPROVAL |
| 36609  | X       | GERMAN SHEPHERD "IVAR"    | EXPLOSIVE DETECTION         | DECLARE AS SURPLUS        | 05                               | 8K               | EMS FAC                    | 01/20/15  | BOBBY<br>STOREY   | BOBBY<br>STOREY               | 12/07/15                  |
|  |         | EXPLOSIVE DETECTION       |                             | HANDLER: BOBBY STOREY     |                                  |                  |                            |   |                   |                               |                           |
|  |         | UASI PROGRAM GRANT        |                             | "RETIREMENT"              |                                  |                  |                            |   |                   |                               |                           |
|  |         |                           |                             |                           |                                  |                  |                            |   |                   |                               |                           |
|  |         |                           |                             |                           |                                  |                  |                            |   |                   |                               |                           |
| 39219  | X       | LABRADOR - YELLOW "TEXAS" | LIVE FIND TRAINED           | DECLARE AS SURPLUS        | 07                               | 7K               | EMS FAC                    | 01/20/15  | BOBBY<br>STOREY   | DW GILBERT                    | 12/07/15                  |
|  |         | UASI PROGRAM GRANT        |                             | HANDLER: DW GILBERT       |                                  |                  |                            |   |                   |                               |                           |
|  |         |                           |                             |                           |                                  |                  |                            |   |                   |                               |                           |
| 39220  | X       | LABRADOR - BLACK "TANK"   | CADAVER TRAINED             | DECLARE AS SURPLUS        | 05                               | 8K               | EMS FAC                    | 01/20/15  | BOBBY<br>STOREY   | TIM CURTIS                    | 12/07/15                  |
|  |         | UASI PROGRAM GRANT        |                             | HANDLER: TIM CURTIS       |                                  |                  |                            |   |                   |                               |                           |
|  |         |                           |                             | "RETIREMENT"              |                                  |                  |                            |   |                   |                               |                           |
| AUTHORIZATION TO DISPOSE                                 |         |                           |                             |                           | INVENTORY CLERK<br>INFORMATION   |                  |                            | NOTES   |                   |                               |                           |
| SIGNED BY: <u>CHRIS OLSON</u> DATE: <u>01/13/15</u>      |         |                           |                             |                           | PRELIMINARY PRESENT TO BOS       |                  |                            | ASSETS LISTED (DOGS) ABOVE ARE BEING<br>PLACED IN RETIREMENT, THEIR JOB WITH<br>DESOTO COUNTY HAS BEEN COMPLETED. |                   |                               |                           |
| PRINT NAME: <u>SIGNATURE ON FILE</u>                     |         |                           |                             |                           | January 20, 2015                 |                  |                            |   |                   |                               |                           |
| DISPOSED BY: <u>BOBBY STOREY</u> DATE: <u>11/19/15</u>   |         |                           |                             |                           | FINAL PRESENT TO BOS             |                  |                            | DOGS ARE BEING DISPOSED FROM COUNTY<br>INVENTORY AND RETIRED TO THEIR<br>HANDLERS                                 |                   |                               |                           |
| PRINT NAME: <u>SIGNATURE ON FILE</u>                     |         |                           |                             |                           | December 7, 2015                 |                  |                            |   |                   |                               |                           |
| INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>01/14/15</u> |         |                           |                             |                           | DATE INVENTORY DISPOSED IN AS400 |                  |                            |   |                   |                               |                           |
| SIGNATURE ON FILE  |         |                           |                             |                           | DATE BOS FINAL MINS ATTACHED     |                  |                            |   |                   |                               |                           |

|  |       |                                |                             |                            |                                  |                  |                            |                                 |                   |                               |                       |
|--|-------|--------------------------------|-----------------------------|----------------------------|----------------------------------|------------------|----------------------------|---------------------------------|-------------------|-------------------------------|-----------------------|
| DEPT   | EMA   |                                | NRC = NON REPAIRABLE (COST) | K = THOUSANDS              |                                  |                  |                            | DEPT #:                         | 260               |                               |                       |
| NAME:  |       |                                | NR = NON REPAIRABLE         | H = HUNDREDS               |                                  |                  |                            | LOC #:                          | 260               |                               |                       |
|  |       |                                | DAS = DECLARE AS SURPLUS    | D = DOLLARS                |                                  |                  |                            |                                 |                   |                               |                       |
| ASSET #  | GRANT | DESCRIPTION                    | SERIAL #                    | ISSUE/REASON FOR DISPOSAL  | Y<br>R<br>A<br>C<br>Q            | C<br>O<br>S<br>T | LOCATION AT<br>PRELIMINARY | PRELIMINARY<br>APPROVAL<br>DATE | DISPOSED OF<br>BY | FINAL<br>DISPOSAL<br>LOCATION | DATE OF<br>CORRECTION |
| 38238  |       | ALL PURPOSE<br>PRESSURE WASHER | NONE                        | NON REPAIRABLE DUE TO COST | 07                               | 1H               | SEARCH &<br>RESCUE         | 15/2015                         | BOBBY<br>STOREY   | E-WASTE                       | 12/7/2015             |
| AUTHORIZATION TO DISPOSE                                 |       |                                |                             |                            | INVENTORY CLERK<br>INFORMATION   |                  |                            | NOTES                           |                   |                               |                       |
| SIGNED BY: <u>CHRIS OLSEN</u> DATE: <u>12/11/14</u>      |       |                                |                             |                            | PRELIMINARY PRESENT TO BOS       |                  |                            |                                 |                   |                               |                       |
| PRINT NAME: <u>SIGNATURE ON FILE</u>                     |       |                                |                             |                            | January 5, 2015                  |                  |                            |                                 |                   |                               |                       |
| DISPOSED BY: <u>BOBBY STOREY</u> DATE: <u>11/19/15</u>   |       |                                |                             |                            | FINAL PRESENT TO BOS             |                  |                            |                                 |                   |                               |                       |
| PRINT NAME: <u>SIGNATURE ON FILE</u>                     |       |                                |                             |                            | December 7, 2015                 |                  |                            |                                 |                   |                               |                       |
| INV CLERK: <u>CHARMAINE MCCOOL</u> DATE: <u>12/11/14</u> |       |                                |                             |                            | DATE INVENTORY DISPOSED IN AS400 |                  |                            |                                 |                   |                               |                       |
| SIGNATURE ON FILE  |       |                                |                             |                            | DATE BOS FINAL MINS ATTACHED     |                  |                            |                                 |                   |                               |                       |



(G. Consent, cont.)

4) Road Department (1)

|                               |                               |                   |  |   |                  |                                  |                                 |   |                               |                       |     |
|-------------------------------|-------------------------------|-------------------|--|---|------------------|----------------------------------|---------------------------------|---|-------------------------------|-----------------------|-----|
| DEPT                          | ROAD DEPARTMENT               |                   |  | NRC = NON REPAIRABLE (COST)               |                  | K = THOUSANDS                    |                                 |   |                               | DEPT #:               | 300 |
| NAME:                         |                               |                   |  | NR = NON REPAIRABLE                       |                  | H = HUNDREDS                     |                                 |   |                               | LOC #:                | 300 |
|                               |                               |                   |  | DAS = DECLARE AS SURPLUS                  |                  | D = DOLLARS                      |                                 |   |                               |                       |     |
| ASSET #                       | DESCRIPTION                   | SERIAL #          | ISSUE/REASON FOR DISPOSAL                          | Y<br>R<br>A<br>C<br>C<br>O<br>U<br>N<br>T | C<br>O<br>S<br>T | LOCATION AT<br>PRELIMINARY       | PRELIMINARY<br>APPROVAL<br>DATE | DISPOSED<br>OF BY                                   | FINAL<br>DISPOSAL<br>LOCATION | DATE OF<br>CORRECTION |     |
| 38031                         | CHEV 2006 (CC7500) BOOM TRUCK | 1GBP7CIC46F400819 | DECLARED SURPLUS - SELLING UNIT TO ITAWAMBA COUNTY | 05  | 22K              | CENTRAL<br>MAINTENANC<br>E       | 11/06/15                        | KEITH<br>PEARSON                                    | ITAWAMBA<br>COUNTY            | 12/07/15              |     |
| AUTHORIZATION TO DISPOSE      |                               |                   |  |   |                  | INVENTORY CLERK<br>INFORMATION   |                                 | NOTES   |                               |                       |     |
| SIGNED BY: KIM NORTHCUTT      |                               |                   |  |   |                  | PRELIMINARY PRESENT TO BOS       |                                 | UNIT WAS PICKED UP BY ITAWABA<br>COUNTY ON 11/19/15 |                               |                       |     |
| DATE: 11/06/15                |                               |                   |  |   |                  | November 2, 2015                 |                                 |   |                               |                       |     |
| PRINT NAME: SIGNATURE ON FILE |                               |                   |  |   |                  | FINAL PRESENT TO BOS             |                                 |   |                               |                       |     |
| DISPOSED BY: KEITH PEARSON    |                               |                   |  |   |                  | December 7, 2015                 |                                 |   |                               |                       |     |
| DATE: 11/19/15                |                               |                   |  |   |                  | DATE INVENTORY DISPOSED IN AS400 |                                 |   |                               |                       |     |
| PRINT NAME: SIGNATURE ON FILE |                               |                   |  |   |                  |                                  |                                 |   |                               |                       |     |
| INV CLERK: JOYCE HERRING      |                               |                   |  |   |                  | DATE BOS FINAL MINS ATTACHED     |                                 |   |                               |                       |     |
| DATE: 11/06/15                |                               |                   |  |   |                  |                                  |                                 |   |                               |                       |     |
| SIGNATURE ON FILE             |                               |                   |  |   |                  |                                  |                                 |   |                               |                       |     |

6. Administration Services - Contracts – Auto Renew

- a. Walls Road Maintenance (moved to New, I.21.)
- b. Walls Animal Shelter (moved to New, I.21.)
- c. Animal Shelter – Dr. John Loftin
- d. Sheriff’s Department – Walgreens Prescription Services
- e. EMS – Cahaba Medicare Part B
- f. Olive Branch Food Pantry Lease
- g. Smith, Phillips Contract Renewal for Legal Services

7. Establish as Part of the Formal Record and Enter Into the Board’s Minutes

- a. Occupant Protection Grant Approved by Board

8. Road Department

- a. December Work Schedule
- b. Monthly Bond Report
- c. Monthly Road Report

9. TAP Agreement Amendment – Pleasant Hill Rd/Delta View Bike Path (moved to Old, H.5.)

10. Acknowledgement of County Court Judges’ Salaries effective January 1, 2016

11. Chancery Clerk Allowance

Supervisor Bill Russell commented that the Health Claims Report is over budget on pharmacy. There was discussion among the Board members and County Administrator Vanessa Lynchard regarding how to manage these expenses.

Supervisor Lee Caldwell asked why the monitors were disposed. IT Director John Mitchell said they were 6 years old and obsolete. Supervisor Caldwell stated the camera was lost off the helicopter a year ago, and asked if the disposition was for that camera. Sheriff Rasco said that was correct. Supervisor Caldwell asked if the dogs were retired to their current owner and it was found they were.

Supervisor Lee Caldwell asked to move Walls Road Maintenance (G.6.a.) and Walls Animal Shelter (G.6.b.) to New Business for discussion. (See New, I.21)

Supervisor Lee Caldwell asked to move TAP Agreement (G.9.) to Old Business for discussion. (See Old, H.5)

County Administrator Vanessa Lynchard asked to remove Smith Phillips Contract (G.6.g.) from the Consent Agenda to be brought up at a later meeting.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the items and actions presented in the Consent Agenda, moving Items G.6.a. and G.6.b. to New Business and Item G.9. to Old Business, and removing Item G.6.g.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit G**

## **H. OLD BUSINESS**

### **1. EMA Generator Connection**

County Administrator Vanessa Lynchard informed the Board that Facilities Director Robert Jarman was not present and this matter could be held over until the December 14<sup>th</sup> meeting.

### **2. Jail Facility Phase II Certificate of Substantial Completion & Certificate of Inspection – Board President Signature Required**

County Administrator Vanessa Lynchard informed the Board that all the repairs and concerns on the punch list had been corrected and Facilities Management had made another inspection. Sheriff Bill Rasco informed the Board that he is very satisfied with the work done. Supervisor Mark Gardner and Supervisor Jessie Medlin have made their inspections and were satisfied with the work done also.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize the Board President to sign the Jail Facility Phase II Certificate of Substantial Completion & Certificate of Inspection.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit H.2.**

### **3. Sheriff's Department – Firing Range Lease**

Supervisor Lee Caldwell asked if the Sheriff's Department could help with the utilities on the property out of seizure funds and if the portable restrooms were still in use. Stephanie Hanks, Accounting Office Manager, informed the Board that the utilities average approximately \$75 per month. Supervisor Caldwell withdrew her suggestion to the Sheriff regarding utilities. Sheriff Rasco stated that they are in the process of replacing the restrooms with a permanent structure.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the lease on the firing range and authorize the Board President to sign.

**(H. Old, cont.)**

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

See Exhibit H.3.

**4. County Building Use Policy**

This item was deleted from the Agenda.

**5. TAP Agreement Amendment – Pleasant Hill Rd/Delta View Bike Path**

Supervisor Lee Caldwell expressed concern that Pleasant Hill was still on the MOU because of the safety concerns. Tracy Huffman, Waggoner Engineering, stated that Pleasant Hill has been taken off and Brian at MDOT said to strike through the wording “Pleasant Hill” and have the Board President to initial the strike through. Mr. Huffman said the lease term has been changed with the Levee Board for River Park and extends it until 2035. MDOT had previously asked for the signal at Highway 61 and Delta View Road to have a video detection signal for bikes and Waggoner has designed that. Now MDOT is asking for a push-button signal; and he is encouraging them to stick with the video detection signal to get the project moving forward.

Supervisor Lee Caldwell made the motion and supervisor Jessie Medlin seconded the motion to amend the agreement by striking through reference to the “Pleasant Hill” section of the trail and approve the Board President to sign.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

See Exhibit H.5.

**I. NEW BUSINESS**

**1. Bid for Animal Shelter Floors**

Facilities Assistant Director Shawn Houston requested the Board to approve a bid from TDL as the lowest and best qualified bid to put an epoxy finish on the floors in the D & E kennels (dog area), puppy room, sick bay, and med room at a cost of \$25,293. This is \$293 over the approved \$25,000 in the budget. Facilities will cover the overage from their budget. There was another quote from Murphy and Sons that was much higher.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to accept the bid from TDL as the lowest and best qualified bid to put an epoxy finish on the floors in the D & E kennels (dog area), puppy room, sick bay, and med room at a cost of \$25,293.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |

**(I. New, cont.)**

|  |            |
|--|------------|
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.1.**

**2. Animal Services – Safety Training Video**

This item was deleted from the Agenda

**3. Inmate Medical Concerns**

Sheriff Bill Rasco stated that when a municipality brings a prisoner that has medical issues to the County Jail, the County must notify the city if the inmate has to receive extensive medical care outside the Jail Doctor. He stated that one of the municipalities has done some preliminary hearings at the jail to speed up the process of binding the inmate over to the Grand Jury, seemingly to avoid incurring the medical expenses.

Sheriff Rasco would like the Board Attorney to seek an Attorney General opinion regarding charging the medical expenses back to the city for their inmates.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board Attorney to talk with the municipal judges prior to seeking an Attorney General opinion regarding the medical expenses of municipal prisoners.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.3.**

**4. Grant Administration – November Grant Update**

County Administrator Vanessa Lynchard informed the Board that Grant Administrator Melissa Zizmann had to attend a funeral and the Grant Update would be presented at December 14<sup>th</sup> meeting.

**5. Management Agreement for Robinson-Donald Park**

Larry Jarrett, Greenway Coordinator for DeSoto Economic Council, informed the Board that the contract for the Robinson-Donald Park is expiring soon, and North MS Lady Tigers, LLC has expressed interest in managing the park. Mr. Jarrett stated that the group has already done volunteer work at the park and it looks very good. Mr. Jarrett also stated that this group is managing the Lake Cormorant Park and doing a great job there.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve contracting with the North MS Lady Tigers, LLC to manage Robinson-Donald Park.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.5.**

**(I. New, cont.)**

**6. Software Upgrade for Chancery**

Chancery Clerk Sluggo Davis and IT Director John Mitchell came to the Board to express concerns regarding the software programs currently in use by the Chancery Clerk. In the past, an AS400 programmer (Jeff Brown) was hired by Chancery to write the program and make it operate smoothly. Mr. Brown has left employment with the County, and there is no one that knows the programming to work on the system. Mr. Mitchell stated that the programming is very outdated and not meant to handle the volume of information that it is currently storing. He warned that the Chancery Clerk's office has an immediate and serious need to do something. The approximate cost of a conversion for the Chancery Clerk's office would be about \$120,000.

Mr. Mitchell also stated that he would like to look to the future and recommends looking at a full package for all departments, but the Chancery Clerk's immediately. The company would come in and transition all the data and train employees.

Supervisor Bill Russell asked if IT would be able to manage what they are proposing for the Chancery Clerk's office in the future. Mr. Mitchell said they would. He also stated that this particular step would only involve Chancery.

Mr. Mitchell said he would like to see a committee formed of County Clerks, IT, Administration, and Supervisors to start moving forward with the larger plan.

Supervisor Lee Caldwell asked if Mr. Mitchell and Mr. Davis could come back next week with more information. County Administrator Vanessa Lynchard informed the Board that this was an introduction and to get the Board's thoughts on it. She will work with Mr. Mitchell to get some hard figures to the Board next week.

No action was taken.

**7. Office of Finance and Accounting – Preliminary Inventory Dispositions**

**a. IT Department (1)**

Inventory Clerk Char McCool stated that the items listed were non-repairable.

**See Exhibit I.7.a.**

**b. Road Department (3)**

Inventory Clerk Char McCool stated that this was paperwork on vehicles that Andy Swims had presented on November 2, 2015.

|         |                 |                                |        |                   |                             |               |      |                         |                           |                |                         |                        |
|---------|-----------------|--------------------------------|--------|-------------------|-----------------------------|---------------|------|-------------------------|---------------------------|----------------|-------------------------|------------------------|
| DEPT    | ROAD DEPARTMENT |                                |        |                   | NRC = NON REPAIRABLE (COST) | K = THOUSANDS |      |                         |                           | DEPT #:        | 300                     |                        |
| NAME:   |                 |                                |        |                   | NR = NON REPAIRABLE         | H = HUNDREDS  |      |                         |                           |                |                         |                        |
|         |                 |                                |        |                   | DAS = DECLARE AS SURPLUS    | D = DOLLARS   |      |                         |                           |                |                         |                        |
| ASSET # | GRANT           | DESCRIPTION                    | UNIT # | SERIAL #          | ISSUE/REASON FOR DISPOSAL   | YR ACQ        | COST | LOCATION AT PRELIMINARY | PRELIMINARY APPROVAL DATE | DISPOSED OF BY | FINAL DISPOSAL LOCATION | DATE OF FINAL APPROVAL |
| 33771   |                 | INTL 4300 SINGLE AXLE DUMP TRK | 106    | 1HTMMAAR56H182154 | DAS = DECLARE AS SURPLUS    | 05            | 44K  | CNTRL MTNC              |                           |                |                         |                        |
| 35859   |                 | INTL 4300 SINGLE AXLE DUMP TRK | 150    | 1HTMMAAR07H402561 | DAS = DECLARE AS SURPLUS    | 06            | 58K  | CNTRL MTNC              |                           |                |                         |                        |
|         |                 |                                |        |                   |                             |               |      |                         |                           |                |                         |                        |
| 33767   |                 | FORD CC F350 1 TON DUMP TRK    | 146    | 1FDWW36P45EC45789 | DAS = DECLARE AS SURPLUS    | 05            | 32K  | CNTRL MTNC              |                           |                |                         |                        |
| 35951   |                 | FORD CC F350 1 TON DUMP TRK    | 155    | 1FDWW36RX8EB94238 | DAS = DECLARE AS SURPLUS    | 07            | 36K  | CNTRL MTNC              |                           |                |                         |                        |
| 35952   |                 | FORD CC F350 1 TON DUMP TRK    | 156    | 1FDWW36R18EB94239 | DAS = DECLARE AS SURPLUS    | 07            | 36K  | CNTRL MTNC              |                           |                |                         |                        |
| 35996   |                 | FORD CC F350 1 TON DUMP TRK    | 157    | 1FDWW36R88EE12175 | DAS = DECLARE AS SURPLUS    | 08            | 35K  | CNTRL MTNC              |                           |                |                         |                        |
| 35997   |                 | FORD CC F350 1 TON DUMP TRK    | 158    | 1FDWW36RX8EE12176 | DAS = DECLARE AS SURPLUS    | 08            | 35K  | CNTRL MTNC              |                           |                |                         |                        |
| 35998   |                 | FORD CC F350 1 TON DUMP TRK    | 159    | 1FDWW36R18EE12177 | DAS = DECLARE AS SURPLUS    | 08            | 35K  | CNTRL MTNC              |                           |                |                         |                        |
| 35866   |                 | JOHN DEERE TRACTOR 6420        | 682    | L06420H485943     | DAS = DECLARE AS SURPLUS    | 06            | 77K  | CNTRL MTNC              |                           |                |                         |                        |
| 35867   |                 | ALMO SIDE MOUNT MOWER          |        | AX2201026         | DAS = DECLARE AS SURPLUS    | 06            | 10K  | CNTRL MTNC              |                           |                |                         |                        |
| 36010   |                 | JOHN DEERE TRACTOR 6430        | 715    | L06430H576634     | DAS = DECLARE AS SURPLUS    | 08            | 88K  | CNTRL MTNC              |                           |                |                         |                        |
|         |                 | ALMO SIDE MOUNT MOWER          |        | AX2201170         | DAS = DECLARE AS SURPLUS    | 08            |      | CNTRL MTNC              |                           |                |                         |                        |
| 36112   |                 | VOLVO EXCAVATOR EC290CL        |        | VCEC290CA00110432 | DAS = DECLARE AS SURPLUS    | 10            | 194K | CNTRL MTNC              |                           |                |                         |                        |

| AUTHORIZATION TO DISPOSE      |  |                |  | INVENTORY CLERK INFORMATION      |  | NOTES<br><br>PREVIOUSLLY PRESENTED TO THE BOARD BY ANDY SWIMD |
|-------------------------------|--|----------------|--|----------------------------------|--|---|
| SIGNED BY: KIM NORTHCUTT      |  | DATE: 11/12/15 |  | PRELIMINARY PRESENT TO BOS       |  |   |
| PRINT NAME: SIGNATURE ON FILE |  |                |  | December 7, 2015                 |  |   |
|                               |  |                |  | FINAL PRESENT TO BOS             |  |   |
| DISPOSED BY:                  |  | DATE:          |  |                                  |  |   |
| PRINT NAME:                   |  |                |  | DATE INVENTORY DISPOSED IN AS400 |  |   |
|                               |  |                |  |                                  |  |   |
| INV CLERK: JOYCE HERRING      |  | DATE: 11/1315  |  | DATE BOS FINAL MINS ATTACHED     |  |   |
| SIGNATURE ON FILE             |  |                |  |                                  |  |   |

Inventory Clerk Char McCool presented these items as non-repairable.

| DEPT                          | ROAD DEPT |                    |          | NRC = NON REPAIRABLE (COST)      | K = THOUSANDS |       |                         | DEPT #:                   | 300            |                         |                    |
|-------------------------------|-----------|--------------------|----------|----------------------------------|---------------|-------|-------------------------|---------------------------|----------------|-------------------------|--------------------|
| NAME:                         |           |                    |          | NR = NON REPAIRABLE              | H = HUNDREDS  |       |                         | LOC #:                    | 300            |                         |                    |
|                               |           |                    |          | DAS = DECLARE AS SURPLUS         | D = DOLLARS   |       |                         |                           |                |                         |                    |
| ASSET #                       | GRANT     | DESCRIPTION        | SERIAL # | ISSUE/REASON FOR DISPOSAL        | YR ACQ        | COST  | LOCATION AT PRELIMINARY | PRELIMINARY APPROVAL DATE | DISPOSED OF BY | FINAL DISPOSAL LOCATION | DATE OF CORRECTION |
| 1087                          |           | CHICAGO AIR WRENCH | 96319A   | NRC = NON REPAIRABLE (COST)      | 97            | 4H    | CNTRL MTNC              |                           |                |                         |                    |
| AUTHORIZATION TO DISPOSE      |           |                    |          | INVENTORY CLERK INFORMATION      |               | NOTES |                         |                           |                |                         |                    |
| SIGNED BY: KIM NORTHCUTT      |           | DATE: 11/12/15     |          | PRELIMINARY PRESENT TO BOS       |               |       |                         |                           |                |                         |                    |
| PRINT NAME: SIGNATURE ON FILE |           |                    |          | December 7, 2015                 |               |       |                         |                           |                |                         |                    |
|                               |           |                    |          | FINAL PRESENT TO BOS             |               |       |                         |                           |                |                         |                    |
| DISPOSED BY:                  |           | DATE:              |          |                                  |               |       |                         |                           |                |                         |                    |
| PRINT NAME:                   |           |                    |          | DATE INVENTORY DISPOSED IN AS400 |               |       |                         |                           |                |                         |                    |
|                               |           |                    |          |                                  |               |       |                         |                           |                |                         |                    |
| INV CLERK: CHARMAINE MCCOOL   |           | DATE: 11/13/15     |          | DATE BOS FINAL MINS ATTACHED     |               |       |                         |                           |                |                         |                    |
| SIGNATURE ON FILE             |           |                    |          |                                  |               |       |                         |                           |                |                         |                    |

| DEPT                          | ROAD DEPT |                        |          | NRC = NON REPAIRABLE (COST)      | K = THOUSANDS |       |                         | DEPT #:                   | 300            |                         |                    |
|-------------------------------|-----------|------------------------|----------|----------------------------------|---------------|-------|-------------------------|---------------------------|----------------|-------------------------|--------------------|
| NAME:                         |           |                        |          | NR = NON REPAIRABLE              | H = HUNDREDS  |       |                         | LOC #:                    | 300            |                         |                    |
|                               |           |                        |          | DAS = DECLARE AS SURPLUS         | D = DOLLARS   |       |                         |                           |                |                         |                    |
| ASSET #                       | GRANT     | DESCRIPTION            | SERIAL # | ISSUE/REASON FOR DISPOSAL        | YR ACQ        | COST  | LOCATION AT PRELIMINARY | PRELIMINARY APPROVAL DATE | DISPOSED OF BY | FINAL DISPOSAL LOCATION | DATE OF CORRECTION |
| 30783                         |           | 3/4" AIR IMPACT WRENCH | N/A      | NRC = NON REPAIRABLE (COST)      | 00            | 1H    | CNTRL MTNC              |                           |                |                         |                    |
| 36051                         |           | DEWALT ELECTRIC DRILL  | 924821   | NRC = NON REPAIRABLE (COST)      | 09            | 1H    | CNTRL MTNC              |                           |                |                         |                    |
| 41311                         |           | AIR OP POST DRIVER     | 90968    | NRC = NON REPAIRABLE (COST)      | 00            | 1K    | CNTRL MTNC              |                           |                |                         |                    |
| AUTHORIZATION TO DISPOSE      |           |                        |          | INVENTORY CLERK INFORMATION      |               | NOTES |                         |                           |                |                         |                    |
| SIGNED BY: KIM NORTHCUTT      |           | DATE: 11/12/15         |          | PRELIMINARY PRESENT TO BOS       |               |       |                         |                           |                |                         |                    |
| PRINT NAME: SIGNATURE ON FILE |           |                        |          | December 7, 2015                 |               |       |                         |                           |                |                         |                    |
|                               |           |                        |          | FINAL PRESENT TO BOS             |               |       |                         |                           |                |                         |                    |
| DISPOSED BY:                  |           | DATE:                  |          |                                  |               |       |                         |                           |                |                         |                    |
| PRINT NAME:                   |           |                        |          | DATE INVENTORY DISPOSED IN AS400 |               |       |                         |                           |                |                         |                    |
|                               |           |                        |          |                                  |               |       |                         |                           |                |                         |                    |
| INV CLERK: CHARMAINE MCCOOL   |           | DATE: 11/13/15         |          | DATE BOS FINAL MINS ATTACHED     |               |       |                         |                           |                |                         |                    |
| SIGNATURE ON FILE             |           |                        |          |                                  |               |       |                         |                           |                |                         |                    |

See Exhibit I.7.b.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve all the inventory dispositions as listed above and in the exhibits.

(I. New, cont.)

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

#### **8. Finance & Sheriff's Department – Approval to Remove Body Armor from County Inventory**

Inventory Clerk Char McCool stated that when body armor is out of service and stored that many times the plates are moved or misplaced. She stated that the armor does not meet the value requirement to be on the County inventory. Mrs. McCool also stated that body armor (approximately one dozen) that was purchased with grant money will stay on the inventory. Sheriff Rasco stated that each deputy is inventoried and required to account for what they are issued and currently have.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to allow the Inventory Clerk to remove body armor from the County Inventory per the Clerk's recommendation.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.8.**

#### **9. Office of Procurement – Bid Tab & Summary**

##### **a. Public Safety Uniforms for Various DeSoto County Departments – Sheriff/EMS – Bid Tab #16-200-002**

Procurement Coordinator Shelia Morris stated that two vendors had submitted bids: CMS Uniforms, the current vendor, and Shapiro Uniforms. The Office of Procurement recommends CMS Uniforms be awarded the total bid as the lowest and best qualified bid for Bid File #16-200-002.

Supervisor Jessie Medlin made the motion and Supervisor Lee seconded the motion to award the bid to CMS Uniforms with Shapiro Uniforms as back up for a 1-year term, with two 6-month extensions if all parties agree.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.9.a.**

##### **b. Financial Statements & Audit Services – Bid Tab # 16-121-001**

Procurement Coordinator Shelia Morris stated that two vendors had submitted bids: Williams, Pitts, and Beard and Fortenberry & Ballard. The Office of Procurement recommends awarding the bid to Fortenberry & Ballard as the lowest and best qualified bid for Bid File #16-121-001.

Supervisor Medlin asked if the financial statements and audit services need to be with separate companies. Chief Financial Officer Andrea Freeze stated that she had checked on that issue and

**(I. New, cont.)**

Fortenberry & Ballard has the means to keep the two separate. They also sent Mrs. Freeze a letter showing new findings backing up their claim.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve awarding the Financial Statements & Audit Services Bid Tab #16-121-001 to Fortenberry & Ballard and to make the letter to Mrs. Freeze a part of the minutes.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.9.b.**

**10. Office of Finance & Accounting - Claims Docket**

Chief Financial Officer Andrea Freeze, of the Office of Finance and Accounting, presented the claims docket to the Board. Ms. Freeze read the items on the claims docket individually and the Board discussed these items. Stephanie Hanks, Office Manager, brought monthly invoices for documentation.

Supervisor Jessie Medlin asked about the following claims:

Page 79 – Looking at the different cities, Southaven has some very large totals to BFI instead of the County Rubbish Pit. He said the committee needs to work on that. County Administrator Vanessa Lynchard said the problem is better, but it still needs work.

Page 10 - Supervisor Medlin asked Board Attorney Tony Nowak about the bumps and ruts zoning. Mr. Nowak stated it was in appeal and he expects a result in several months.

Supervisor Lee Caldwell had no questions.

Supervisor Bill Russell had no questions.

Supervisor Michael Lee had no questions.

Supervisor Mark Gardner asked about the following claims:

Page 10 – Rojeski. Mr. Nowak stated that was the short time rentals litigation.

Page 10 - Claudia Cove. – Mr. Nowak stated that was regarding flooding.

Page 16 – Hollingsworth Paving for \$4,144.00. Supervisor Medlin stated that was for the patching at the Olive Branch Tax Collector's parking lot.

Page 20 – B & H Photo Video, 3 charges – IT Director John Mitchell stated those are parts for the new sound system for the Board. He has contacted Facilities about getting it installed.

Page 36 – College of Liberal Arts, VISTA Marcus Ross - \$1,500.00. Mrs. Lynchard called Judge Wilson and stated this is a mentoring program that is paid by a grant.

Page 39 – Hand Trucks and casters – 3 charges – Election Commissioner Sissie Ferguson stated these are big carts that they use to load and unload equipment in the Election Office. They bought 3 last year and 3 this year.

Page 41 – Kenny Free, Daytona FL – Sheriff Rasco said Officer Free went for instructor training and he will now be an instructor in the County.

Page 45 – Motorola, \$16,355 – Sheriff Rasco said that was for hand-held radios to replace radios that went down. It is a routine radio replacement. Supervisor Gardner asked if this was part of the upgrade discussed at budget time. Sheriff Rasco said it was not.

Page 54 – He will recuse from the Region IV part.

Page 78- JP Foods - \$342.65 – Environmental Services Manager Ray Laughter stated that was for a food tray from Lenny's for Household Hazardous Waste Day. It is paid through their grant.

Page 92 – Waggoner Engineering – What projects? – Tracy Huffman stated this is for the Star Landing Bridge Replacement Project & FY 16 Bridge Inspection.



**(I. New, cont.)**

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer with the exception of page 54, Smith, Phillips, to which Supervisor Gardner will recuse himself.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

Supervisor Gardner recused himself and left the room.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to pay page 54 Smith, Phillips.

The motion passed by a vote as follows:

|  |                |
|--|----------------|
| Supervisor Jessie Medlin, First District | <u>YES</u>     |
| Supervisor Mark Gardner, Second District | <u>RECUSED</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u>     |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u>     |
| Supervisor Michael Lee, Fifth District   | <u>YES</u>     |

**11. Human Resources – Electronic Record Retention**

Human Resources Director Vickie Richmann stated that she has attended a Record Retention meeting and found that HR documents can be scanned and hard copies destroyed with Board approval. Mrs. Richmann stated that employee records are currently being scanned and destroyed. The scanning of other documents will free up storage space that HR needs and will be done by employees of the department.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to allow the Human Resources department to scan and destroy hard copies of records as allowed by the law.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.11.**

**12. Road Department – Finding of Fact - 8639-8667 Dehart Dr.**

Road Manager Andy Swims brought the finding of fact to the Board that damages to private property associated with drainage and erosion in Estates of Southern Trails are affecting the health, safety and welfare of the public. Mr. Swims also pointed out that if the outlet is not stabilized the erosion will eventually affect the cross drain pipe and continue to go into the citizen's yard. To correct this problem and allow for proper drainage, it will be necessary to stabilize the outlet end of the cross drain pipe located off the right of way. The estimated cost for this job is \$3,850.44.

**(I. New, cont.)**

Supervisor Michael Lee made the motion and Supervisor Jessie Medlin seconded the motion to authorize the work at 8639-8667 Dehart Dr. based on the finding of fact that flooding and the resulting erosion affect the health, safety, and welfare of the public and the conditions of the road.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.12.**

**13. Contract Administration**

**a. Finding of Fact – Brother International – Authorize Board President Signature and Approval to Write Check**

Director of Procurement and Administrative Services Pat McLeod stated that the Sheriff’s Department currently uses this Brother International’s service, OmniJoin Web Conferencing, to provide video feed for the courts. The company is capable of servicing the Sheriff’s Department and immediate service is available.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the prepayment to Brother International, authorize the Board President to sign, and approve the Clerk to write the check.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.13.a.**

**b. Memphis Communications Corporation Mail Finance – New Postage Machine**

Mrs. McLeod stated this is a lease for a new postage machine in Accounting. It was discussed before the Board at the November 16<sup>th</sup> meeting. Mrs. Freeze will contact Memphis Communications Corporation and get a new page that states the County is non-taxable. The County will see a savings with this machine.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Memphis Communications contingent on receiving the corrected page stating the County is non-taxable.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.13.b.**

**(I. New, cont.)**

**c. Sheriff's Department – Dr. Thompson – Contract Amount has Changed**

Mrs. McLeod informed the Board that the contract with Dr. Thompson reflects the 3% raise that the Board approved for FY2016. Dr. Thompson is the Jail physician.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the contract with Dr. Thompson.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.13.c.**

**14. Establish as Part of the Formal Record and Authorize Board President to Sign – Colonial Management**

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Board President to sign the letter to Colonial Management and make it a part of the Board minutes.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.14.**

**15. Approval to Write Check for Chancery Clerk's PERS Match on Excess Earnings**

Chancery Clerk Sluggo Davis informed the Board that on April 15<sup>th</sup> of each year, he writes a check to PERS out of the Chancery Clerk Fee Account. This is the money made outside the statute cap and is returned to the Board each year at close-out. Mr. Davis is requesting to present the Board with a bill that will pay this PERS match amount in 2016 after he closes his books on December 31, 2015. This will be for only one year of his outgoing term.

Board Attorney Tony Nowak informed the Board that if the Board elects to pay this fee at the beginning of the term, it is binding for the remainder of the term. That the decision will only affect Mr. Davis, not Ms. Herffner, as this is his last term and the end of the term.

County Administrator Vanessa Lynchard informed the Board that in January, the Board will vote on whether or not to rescind the election to pay the employer PERS contributions for the incoming Chancery Clerk or let her pay, as Mr. Davis has, from her Chancery Clerk Fee Account.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to pay the employer PERS contribution for the Chancery Clerk, to allow Chancery Clerk Sluggo Davis to present the Board with a bill that for his employer's PERS match in 2016 after he closes his books on December 31, 2015.

**(I. New, cont.)**

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.15.**

**16. Election Commissioners – Request to Purchase Equipment**

Danny Klein, Chairman of the Election Commission, informed the Board that the Election Commission is ready to upgrade their election equipment and they are in a position to purchase it.

After much discussion by the Board and the Election Commission, it was determined that the Election Commissioners will come back before the Board at the next meeting with some firm numbers and the Office of Procurement will research the opportunity for Sole Source purchasing.

Supervisor Lee Caldwell asked the Election Commission to submit their findings before the next meeting so that the Supervisors would have a chance to study them.

No action was taken.

**See Exhibit I.16.**

**17. Olive Branch Tag Office Parking Lot Overlay**

Supervisor Jessie Medlin stated that when the Tax Collector's office was built, you could see the gravel through the pavement up by the building. Facilities Management has patched some big holes, but the parking lot needs an overlay. Assistant Facilities Director Shawn Houston said that they received two quotes: North Mississippi Driveways and Hollingsworth Paving. Facilities recommends North Mississippi Driveways as the lowest and best qualified bid at a price of \$15,502.50; and the money will come from Facilities budget.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to award the bid for overlaying the Olive Branch Tax Collector's parking lot to North Mississippi Driveways as the lowest and best qualified bid.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.17.**

**18. Records Preservation Contract for Chancery Clerk and Circuit Clerk**

County Administrator Vanessa Lynchard informed the Board that in order for the new Chancery Clerk, Misty Heffner, to have a contract with the County regarding records preservation, the Board would have to authorize the Board Attorney to draw up a new contract. There is a statute that allows a fee to Clerks to encourage the preservation of old records. Mrs. Lynchard recommended the contract state a flat amount and it could be increased at budget time with a new contract, if necessary. The contract would cover Records Preservation for the Chancery Clerk, Misty Heffner, and the Circuit Clerk, Dale Thompson. The fees were \$8,280 and, in keeping with county employee raises, were \$8,784 last fiscal year.

**(I. New, cont.)**

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to set a flat fee of \$8,500 per year, noting that the Clerks can come back at budget time if more is needed. The contract will be effective as of January 1, 2016.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>NO</u>  |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>NO</u>  |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

Supervisor Jessie Medlin and Supervisor Bill Russell agreed that they felt the Clerks did not need this fee. They both said they would gladly give the fee to the Clerks if needed.

**19. Swearing-In Ceremony**

County Administrator Vanessa Lynchard stated that several people had called her with conflicts on the original date and suggested Sunday, January 3<sup>rd</sup>, 1:30 p.m.

Supervisor Mark Gardner made the motion and Supervisor Bill Russell seconded the motion to change the Swearing-In Ceremony to Sunday, January 3<sup>rd</sup>, 1:30 p.m.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**20. Road Department – Finding of Fact – 8980 Wilson Mill Road**

Supervisor Bill Russell asked Road Manager Andy Swims to present the finding of fact that the 8980 Wilson Mill Road location presents a hazard to the public and is damaging the roadway. Mr. Swims presented the Board with pictures showing the flooding and the ditch along the road that needs cleaning out. To correct this problem and allow for proper drainage, it will be necessary to clean out a culvert and ditch located off the County's right of way.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to allow the Road Department to correct the stopped up culvert and open a section of ditch that needs to be cleaned out based on the finding of fact that this is affecting the health, safety and welfare of the public as well as causing damage to the roadway.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

**See Exhibit I.20.**

**21. Walls Road Maintenance & Walls Animal Shelter Contracts**

Supervisor Lee Caldwell requested these items be moved from Consent (G.6.a. & G.6.b.) for discussion. Supervisor Caldwell stated that she would like to have a conversation with the Town of

**(I. New, cont.)**

Walls regarding services and begin taking steps toward helping them be self-sufficient and not rely on County services.

Animal Services Director Monica Mock stated that Animal Services has very few calls to the Town of Walls. Supervisor Bill Russell asked if Animal Services had similar arrangements with the other municipalities, and Mrs. Mock stated that they only handle animal overflow housing from the others.

Supervisor Jessie Medlin asked if the Road Department had a breakdown on what is being done in the Town of Walls. Road Manager Andy Swims stated that he can get that information.

Sheriff Bill Rasco stated that the Town of Walls continues to increase their Police Department, which means more dispatch calls for the County.

Supervisor Russell suggested the County continue the agreements for this next year, but set up a committee to meet with Walls to let them know they need to move forward in transitioning with Roads, Animal Control, and managing the Police Department. Supervisor Caldwell agreed. Supervisor Medlin suggested putting a time limit of 6 months on Roads.

Board Attorney Tony Nowak reminded the Board that there is a 3-month release clause in the contracts.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to appoint a committee consisting of Supervisor Bill Russell, Supervisor Lee Caldwell, Sheriff Bill Rasco, Board Attorney Tony Nowak, County Administrator Vanessa Lynchard, and Road Manager Andy Swims to meet with the Town of Walls regarding transitioning road maintenance, animal control, and Police dispatch from the County solely to the Town of Walls.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

Supervisor Michael Lee asked the Sheriff if his department had some old dispatch equipment that they would not be using at the new facility that they could donate to the Town of Walls for a dispatch center. Sheriff Rasco stated that all the old equipment will not be compatible with MSWIN’s new standards.

The contracts mentioned above and shown in Exhibit I.21. are auto renewals, so no Board action regarding them was necessary.

**See Exhibit I.21.**

**J. PLANNING COMMISSION**

Planning Director Bennie Hopkins and Deputy Director of Planning Austin Cardosi presented the agenda for the Planning Commission.

**1. NEW BUSINESS**

**a. Consent**

- i. **Entrikin Minor Lot (7027)** – Application is for approval of Final Subdivision of two (2) lot of 10.0 acre(s) property identified as Parcel #3-07-5-22-00-0-00004-00. Subject property is located on the north

side of Holly Springs Road and east of Getwell Road in Section 22, Township 3, Range 7 and is zoned Agricultural (A) (District 5)  
**Applicant:** Brooks Entrikin

- ii. **Amye Kelly Minor Lot (7028)** – Application is for approval of Final Subdivision of one (1) lot of 1.5 acre(s) property identified as Parcel #3-07-2-09-00-0-00004-02. Subject property is located on the west side of Bright Road and east of Jaybird Road in Section 31, Township 3, Range 7 and is zoned Agricultural (A) (District 5)  
**Applicant:** Amye Kelly

- iii. **Bobbye Robertson Campbell Minor (7029)** – Application is for approval of Final Subdivision of one (1) lot of 6.13 acre(s) property identified as Parcel # 3-07-9-31-00-0-000028-00. Subject property is located on the west side of Belmont Road and south of Slocum in Section 31, Township 3, Range 7 and is zoned Agricultural (A) (District 5)  
**Applicant:** Bobbye Robertson – Campbell

- iv. **Boatwright Minor (7030)** – Application is for approval of Final Subdivision of three (3) lots of 10.08 acre(s) property identified as Parcel # 306305000 0002600. Subject property is located on the east side of Craft Road and south of Byhalia Road in Section 5, Township 3, Range 6 and is zoned Agricultural (A) (District 5)  
**Applicant:** Leonard Boatwright

Supervisor Michael Lee made the motion and Supervisor Mark Gardner seconded the motion to approve all consent items as presented by Mr. Hopkins and Mr. Cardosi.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

2. **Other**

- i. **Refund Request** –Permit Fee Refund (District 5)  
**Applicant:** Billy Sudduth

Mr. Hopkins stated that Mr. Sudduth had pulled a permit for \$140 & then decided not to go forward with his project. He requested authorization to refund the permit fee.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to refund Mr. Sudduth’s permit fee of \$140.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

- ii. **Fee Waiver Request** – Permit Fee Waiver – Cockrum School  
**Applicant:** Buddy Gray

Mr. Hopkins reported that Mr. Gray heads a non-profit organization that has plans to restore the Cockrum School and has asked for a waiver to permit fees. The Cockrum School is a Mississippi historic landmark.

Supervisor Mark Gardner made the motion and Supervisor Michael Lee seconded the motion to waive the permit fees related to the Cockrum School restoration.

The motion passed by a vote as follows:

|  |               |
|--|---------------|
| Supervisor Jessie Medlin, First District | <u>YES</u>    |
| Supervisor Mark Gardner, Second District | <u>YES</u>    |
| Supervisor Bill Russell, Third District  | <u>YES</u>    |
| Supervisor Lee Caldwell, Fourth District | <u>ABSENT</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u>    |

Mr. Cardosi reported that 1047 building permits have been issued to date this year.

**See Exhibit J.**

**K. EXECUTIVE SESSION**

The executive session portion of these minutes is recorded under the portion of the minutes called “Executive Session”.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to recess the Board meeting until December 14, 2015 at 9:00 a.m.

The motion passed by a vote as follows:

|  |            |
|--|------------|
| Supervisor Jessie Medlin, First District | <u>YES</u> |
| Supervisor Mark Gardner, Second District | <u>YES</u> |
| Supervisor Bill Russell, Third District  | <u>YES</u> |
| Supervisor Lee Caldwell, Fourth District | <u>YES</u> |
| Supervisor Michael Lee, Fifth District   | <u>YES</u> |

THIS the 7th day of December, 2015, these minutes have been read and approved by the DeSoto County Board of Supervisors.

\_\_\_\_\_  
Bill Russell, President  
DeSoto County Board of Supervisors